



## MOVING AHEAD ON COMMON GROUND

- SETS signatory hosts web-based Forum for SETS signatories.
- Develop Commanders SETS Guide/SETS Partners Handbook.
- Offer professional development opportunities that help SETS partners to better understand military/school cultures (e.g., DoD Military Culture On-Line).
- Work closely with superintendents and partner organizations on Army, DoD, local, state and national education issues/initiatives.
- Follow through with Army Education Summit 2000/2002 recommendations.
- Adopt methods for exchanging information among school districts/partners/community.
- Identify current best and promising practices in use.
- Expand focus to include Pre-K and K to 8 school transitions.
- Special Projects (e.g., newsletters, presentations, on-site visits).
- Develop school district training modules.

# STS

## Accomplishments:

1<sup>st</sup> Seven Months  
Sept. 03 to March 04

- ☐ STS met w/ DoDDS-E Director, key staff and superintendents to introduced self & new position (Sept. 03)
- ☐ Addressed Army European Teen Panel re: Drivers Education issue/concern (Sept. 03)
- ☐ Presenter at DoDDS-E Annual Principal meeting. Topic: " Important Role of the Counselor and Transition Issues" (Oct. 03)
- ☐ Attended European School (ESC) Council meeting (Oct. 03)
- ☐ Attended Pre-DEC, Arlington, VA. (Oct. 03)
- ☐ Attended DEC, Arlington, VA. (Nov. 03)
- ☐ Conducted Transition Counselor Institute (TCI) for MCEC w/ Dr. Mary Keller @ FT. Polk, Louisiana (Nov. 03) and Camp Lejeune, North Carolina (Feb. 03)
- ☐ AFN Talk Show participant for DoDDS-E (Dec. 03)
- ☐ Attended and participated in the Army SETS Steering Committee meeting (Dec. 03)
- ☐ Met w/ Heidelberg Community Resource Team to discuss "deployment support activities" in place for the four Heidelberg schools (Dec. 03)
- ☐ Presenter "Transition Issues and Best Practices for Teachers, Parents and Community" for School Home Community Partnership (Heidelberg District) (Jan. 04)
- ☐ Visited four CYS sites in the Heidelberg community (Dec. 03)
- ☐ Published 1<sup>st</sup> STS Newsletter for superintendents (to disseminate to each school) , Army Steering Committee, SLO's (Jan. 04)
- ☐ One-on-one visit w/DoDDS-E superintendents, completed 4 of 5 visits (Jan. -March 04)



## **STS Mission**

To strengthen School District networks by promoting predictability, reciprocity and equity in school transitions for mobile children and youth.

- Responds to Army Secondary Education Transition Study findings
- Meets needs of the Army Future Force
- Supports Army Education Summit recommendations
- Leverages existing resources (internal and external)
- Expands SETS MOA signatories and Best/ Promising Practices
- Uses effective practices and accountability measures to support school districts, commanders, parents, and children/youth



## STS Plan of Work . . . What's Next? (March - July 04)

- Publish a "Transition Tip of the Month or Hot Topic of the Month" for superintendents, shared w/Region SLO, related to transition issues and resolutions, e.g. Student In/Out Checklist for transitioning students (generic) usable by any school (March 04)
- Develop "Post Card" for superintendents to provide to schools to better track students upon leaving (PCSing) one school and entering another (June 04). This "Post Card" would allow district to address "timely transfer of records" from one school to another if needed (May 04)
- Attend a Staff Officer/Action Officer Course/AFTB Level 1 Training (March/April 04)
- Conduct Phase I TCI training w/Dr. Mary Keller (MCEC) for Heidelberg DSO, to include counselors, administrators, parents, SLO's, etc. (May 17-18, 2004)
- Attend ECAPT conference (May 19, 2004)
- Participate in a CYS follow-up site visit (May 04)



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
EUROPE REGION  
UNIT 29353, BOX 200  
APO AE 09014

SFIM-EU-MWR

MAR 10 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Introduction for School Transition Specialists

1. The purpose of this memorandum is to introduce Ms. Brenda Coffield, the School Transition Specialist (STS) for the U.S. Army Installation Management Agency (IMA) Europe Region Office located at Campbell Barracks, Heidelberg, Germany.
2. Ms. Coffield is working with school superintendents in the Europe Region that have signed the School and Education Transition Services (SETS) Memorandum of Agreement to ease the transition of military students as they enroll in local schools. Her role is to help school systems develop, sustain, share, and adopt "best and promising practices" outlined in the SETS agreement. The goal is to increase reciprocal school policies among SETS schools in the Europe Region and, eventually, to the majority of the 130 SETS school signatories. We believe this effort, recommended by SETS superintendents and senior Army leaders at the Army Education Summit 2002, will create a greater level of predictability for our military families and students as they move from post to post.
3. There is no duplication between the role of your Installation School Liaison Officer and the Region School Transition Specialist. The installation School Liaison Officer continues to be your primary advisor and subject matter expert on matters relating to local school issues, a resource for parents on education and school concerns, and a liaison between the command and the community. The Region School Transition Specialist is working to facilitate national, state, and regional school policy changes and will be seeking your staff's input on *systemic* school issues and recommendations that you wish to be raised / considered at higher levels.
4. Although Region School Transition Specialists and local School Liaison Officers have a different focus, they are all a part of the Army team working to ease the impact of the military lifestyle on the academic success and to smooth school adjustment of military children and youth. I encourage you and your staff to work closely with Ms. Coffield to identify and share new ideas that could make a difference if implemented in other SETS school systems.
5. Region point of contact information: Brenda Coffield at DSN 370-8330 or 6686, via email: [Brenda.Coffield@ima-e.army.mil](mailto:Brenda.Coffield@ima-e.army.mil).

  
RUSSELL B. HALL  
Director

SFIM-EU-MWR

SUBJECT: Letter of Introduction for School Transition Specialists

DISTRIBUTION:

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**DEPARTMENT OF THE ARMY**  
INSTALLATION MANAGEMENT AGENCY  
EUROPE REGION  
UNIT 29353, BOX 200  
APO AE 09014

MAR 10 2001

Dr. Elizabeth Walker  
Superintendent of Schools  
DoDDS Heidelberg District  
Unit 29237  
APO AE 09102-9237

Dear Dr. Walker:

The purpose of this letter is to introduce Ms. Brenda Coffield, the School Transition Specialist for the U.S. Army Installation Management Agency Europe Region Office located at Campbell Barracks, Heidelberg, Germany. This position has been established to support school districts that have signed the School and Education Transition Services (SETS) Memorandum of Agreement (MOA) to ease the transition of military students as they enroll in local schools.

School Transition Specialists are available in eight locations throughout the Army. This is a new position established as recommended by SETS superintendents and senior Army leaders at the Army Education Summit 2002.

Ms. Coffield is available to work directly with all the SETS school system signatories in your geographic area to help develop, sustain, and share "best and promising practices" outlined in the SETS MOA. Our hope is that many of these practices will be shared and adopted, as appropriate, among other SETS MOA signatories. Our goal is to increase predictability for military families and, indeed, for all mobile children. I hope you will be available to meet with Ms. Coffield in the upcoming weeks to discuss systemic school transition issues that affect your district. We welcome your ideas and recommendations as to how we can best work together to provide smooth school transitions for our youngsters.

Thank you for your commitment to "operationalizing" the SETS MOA through identifying and supporting reciprocal school policies whenever possible. We know that the efforts taken now will pay dividends for our nation in the future.

Sincerely,

**Russell B. Hall**  
Director

## MEMORANDUM FOR MEMBERS OF THE DEPENDENTS EDUCATION COUNCIL

SUBJECT: DEC Meeting Minutes, November 14, 2003

On November 14, 2003, the Dependents Education Council (DEC) met at the Webb Building, 4040 North Fairfax Drive, Arlington, Virginia. The meeting was hosted and chaired by the Honorable Charles Abell, Principal Deputy Under Secretary of Defense for Personnel and Readiness. A listing of attendees is attached.

### **DEC MEETING OVERVIEW:**

Dr. Joseph D. Tafoya, Director, Department of Defense Education Activity (DoDEA) and Executive Secretary, DEC, opened the meeting. Mr. Abell provided opening comments and asked the members to introduce themselves.

There were no changes or corrections offered to the June 26, 2003, DEC minutes.

The meeting proceeded with discussions and briefings of previous DEC issues including:

### **INFORMATIONAL BRIEFINGS:**

#### Domestic Dependent Elementary and Secondary Schools (DDESS ) Transfer Study

Dr. Tafoya provided the group with an update of the ongoing DDESS transfer study, and the results of Phase I of the three-phased effort. The final report for Phase II is expected at the end of November or December 2003. He explained that similar studies will take place at some future time in Europe and in the Pacific to look at schools and determine needs over the next 10 years.

There was discussion during the briefing regarding the emotional aspects of the study, the impact on military families during wartime, and the ability/willingness of the local school systems to provide services. Participants were assured that the entire process will continue to be open, consultative, and deliberative, with the services having the opportunity to provide their input.

(Item Open)

#### Budget Update

Ms. Irma Finocchiaro, Acting Associate Director for Financial and Business Operations, provided a briefing on the FY 2003 budget reductions and restorals, the FY 2004 budget, and the FY 2005-09 Budget Change Proposals. Discussion centered around DoDEA Headquarters



absorbing cuts at their level as much as possible and asking for minimal cuts in the Areas. Additional comments brought up questions regarding the foreign currency fluctuation and the effect on DoDEA's budget.

(Item Open)

#### Military Construction

Ms. Finocchiaro provided an update on the status of funding for Military Construction for FY 2004 and projects rescinded in FY 2003. She also briefed on the status of monies for construction of the new schools in Guam. Discussion followed regarding DoDEA's desire to be apprised of any changes on Guam that would effect the configuration of the planned construction. Continuing discussion focused on the funding for the Rota multi-purpose room.

(Item Open)

#### Summer School for DoDEA Students

Dr. Elizabeth Middlemiss, Associate Director for Education and Principal Deputy Director, DoDEA provided a briefing for the group regarding DoDEA's plans for summer school programs for summer 2004. Discussion items were the appropriateness of the offerings for Home Schooling, and whether the focus of the programs this year is geared to enrichment or remedial studies.

(Item Open)

#### Accountability System

Dr. Janet Rope, Administrator, System Accountability and Research presented the accountability system proposal for ranking of DoDEA schools as a result of an initiative within the "No Child Left Behind Program." Concern was shared by all regarding any ranking of the schools, however good, being categorized as the worst school in DoDEA. Commands expressed that the quality of schools is a determining factor for service members participating in a transfer of duty stations. The DEC will be consulted prior to the implementation of any system for ranking schools.

(Item Open)

#### Eligibility Issues

Mr. Mike Lynch, DoDEA Chief of Staff presented the proposed plan of action to correct existing errors in the eligibility assignment of students in DoDEA.

- Space Available, Tuition Free

Recommend DoDEA cease staffing for all Space Available, Tuition Free students, including English as a Second Language (ESL), with implementation in 2004. Discussion followed regarding the number of students involved and the need to be able to screen students for English language proficiency. Mr. Abell stated that it is necessary for DoDEA to obey the law regarding this category of students. Measures to be compliant will be implemented by SY 2005-06.

- NATO Students at SHAPE HQ

Students in this category have no authority to attend DoDEA schools. Discussion focused on the fact that this is only allowed at SHAPE HQ from a long standing practice. There is no question that this needs to be resolved. EUCOM expressed a preference for a waiver at SHAPE HQ of one year, as opposed to an effective date of compliance of SY 2005-06. EUCOM was tasked to provide a bridge to the final state and to discuss at the next DEC.

- Army/AF Guard, Title 32

These students in Guam and Puerto Rico are not eligible to attend. The military sponsor work for the territory – equivalent of a state – not employed by U.S. Government. Implement in SY 2004 while allowing rising seniors to complete their education.

- Non-DoD Schools in English Speaking Countries

Use of public schools is required in English speaking countries. The group agreed that transition issues for high school students should be examined and presented at the June 2004 DEC meeting before making any recommendations.

- United Service Organizations (USO)

Mr. Lynch presented the proposal to change USO to a Space-Available, Tuition-Paying, making it similar to all other private organizations.

- Short Tours and Others

Short tour and other reservists assigned overseas and activated overseas, and military/civilians on short tours without dependents authorization are currently Space-Available, Tuition Free. The proposed change is to Space-Available, Tuition-Paying. There was discussion regarding the hardship this puts on families that are already overseas. There is no intention to disadvantage DoD civilian employees who are already working overseas and called to active duty. DoDEA will do additional fact-finding and report back in the June 2004 DEC meeting.

#### Mathematics in DoDEA Schools

Dr. Tafoya briefed the group on math assessment scores within DoDEA, professional development initiatives for math teachers for SY 2001-04, and described the next steps in the

mathematics arena including the Math Matters focus for this school year. Great strides have been made in math as evidenced by the National Assessment of Educational Process scores.

(Item Open)

#### Teacher Transfer Study

Dr. Tafoya discussed the results of the Teacher Transfer Program for SY 2003-04, which was designed to facilitate more transfers into and out of hardship areas. The program was successful and moved 299 teachers.

There was discussion following the briefing regarding the impact that upcoming changes in bases could have on this program. It would not be prudent to transfer teachers to schools where the population could change in the near future.

(Item Open)

### **ISSUE PAPERS**

#### Unified Legislation and Budgeting (ULB) Proposal Update

Mr. Lynch presented the issue papers on the two ULB issues.

- Appropriated Fund/Non-Appropriated Fund Dependent Eligibility Change

This proposal was resubmitted following the June 2003 DEC meeting, and is now in the Omnibus process for submission to OMB.

(Item Open)

- Contractor Dependent Eligibility Change

Following the June 2003 DEC meeting, this proposal was resubmitted for consideration. On October 16, 2003, it was pulled from the FY 2005 submission due to lack of approval. The initiative will be submitted again in FY 2006.

(Item Open)

#### Compensation for Extra-Duty Assignments

Dr. Middlemiss spoke regarding equitable pay for extra duty assignments. The regulation will be rewritten to provide equal pay for all persons performing extra duty. The regulation will be in place for SY 2004-05.

(Item Closed)



### National Science Foundation (NSF) Math-Science Grant

Dr. Middlemiss discussed the DoDEA submission for the NSF grant. Based on feedback from the grant reviewers, DoDEA will submit another proposal in mid December. Letters of support will be requested from commanders.

(Item Open)

### Family Care Plans

Mr. Lynch discussed the paper on Family Care Plans. This is implemented when a child of a military member(s) must change locations because of the deployment of the parent(s). Custody of the child must be transferred.

Mr. Abell tasked DoDEA to coordinate this action through personnel and legal channels and ensure DEC members become emissaries to their respective commands.

(Item Open)

### Guidance for Overseas Installation Commanders Regarding Home Schooling

Ms. Maxanne Witkin, DoDEA General Counsel, presented the training guidance for installation commanders in reference to home schooling. There was a request for the information to be provided to the group on CDs.

(Item Closed)

### Residential Placement of High School Students in CONUS

Mr. Lynch presented this issue paper regarding a request to consider allowing students in Central and South America to attend residential schools in the U.S., or provide a centrally located dorm on a base in the states. Evaluation will be delayed until there is a final resolution on the status of the London Dorm, based on future realignment in Europe.

(Open)

### Meal Programs

DoDEA had been tasked to work with Department of Agriculture to ask for the exclusion of housing allowances in the computation of calculating eligibility for free and reduced meals.

A draft directive which changes the income eligibility guidelines has been submitted for staffing and DoDEA hopes for a new directive in about 45 days.

(Item Open)

Updates on Planned Changes on Military Installations

Discussion was delayed until a future point.

(Item Open)

The proposed meeting schedule was approved as below:

Spring PreDEC	May 19, 2004
Spring DEC	June 23, 2004
Fall PreDEC	October 6, 2004
Fall DEC	November 17, 2004

# Component Command Advisory Council

## Keyes Building Conference Room

11 March 2003

### Minutes

1. The Component Command Advisory Council (CCAC) met on 11 March 03 at the Keyes Building Conference Room, on Campbell Barracks, Heidelberg, Germany. The meeting was hosted and co-chaired by COL (P) Ervin Pearson, Deputy Chief of Staff, HQ USAREUR & 7<sup>th</sup> Army and Ms. Diana Ohman, Director, Department of Defense Dependent Schools-Europe. Other member representatives and guests in attendance were:

a. Members/representatives in attendance:

COL (P) Ervin Pearson, Deputy Chief of Staff, HQ USAREUR & 7<sup>th</sup> Army  
Diana Ohman, Director, Department of Defense Dependent Schools-Europe  
COL Russel Santala, Deputy Director, Information Management Agency  
COL Larry Stubblefield, 6<sup>th</sup> ASG Commander  
Dr. David Boals, 6<sup>th</sup> ASG School Liaison Officer  
COL Walton Carroll, 22<sup>nd</sup> Commander  
Ms. Nancy Maddy, 22<sup>nd</sup> School Liaison Officer  
COL Robert Rush, 26<sup>th</sup> ASG Commander  
CSM Clive Courtenay, 26<sup>th</sup> ASG Command Sergeant Major  
Ms. Sandra Hill, 26<sup>th</sup> School Liaison Officer  
COL Timothy Quinn, 80<sup>th</sup> ASG Commander  
Ms. Janet Fillman, 80<sup>th</sup> School Liaison Officer  
COL Dennis Dingle, 98<sup>th</sup> ASG Commander  
Ms. Donna Tomsic, 98<sup>th</sup> School Liaison Officer  
COL Richard Jung Sr, 100<sup>th</sup> ASG Commander  
CSM James Van Patten, 100<sup>th</sup> ASG Command Sergeant Major  
Ms. Pamela Budda, 100<sup>th</sup> School Liaison Officer  
COL George Latham II, 104<sup>th</sup> ASG Commander  
Ms. Karen Sue Baker, 104<sup>th</sup> School Liaison Officer  
Mr. Fred Murphy, DoDDS Europe, Logistics  
Ms. Sonia Bonet, Chief, Child & Youth Services  
Mr. Scott Haines, USAREUR School Liaison Officer

a. Guests in attendance:

Mr. Don Traub, 5<sup>th</sup> Signal Command  
Ms. Deborah Campbell, ERM  
Mr. Rusty Riley, 1<sup>st</sup> PERSCOM  
CAPT Santel Powell, Deputy CoS Executive Officer, HQ USAREUR & 7<sup>th</sup> Army



2. The meeting began with welcome remarks by COL (P) Pearson and Ms. Ohman. COL (P) Pearson shared with the group that he only had enough time for a quick review of the read-aheads. He shared that LTG Dodson's pressing duties prevented him from attending the meeting. COL (P) Pearson noted the importance of dependent education and his point reinforced by the presence of all ASG commanders in attendance. Ms. Ohman informed the group that DoDEA was hit with an additional cut and DoDDS Europe's share is \$1.3M. Ms. Ohman announced that school would begin one week later next year, teacher training will occur during that week. Registration will begin shortly and Ms. Ohman asked for Commander's support to get the word out and assist in any way possible.

3. The meeting was turned over to Mr. Scott Haines for introduction of the agenda and administrative announcements.

4. Old Business/Updates:

- a. Summer School – Mr. Haines provided CCAC members with latest on the legislative proposal for a free summer school. Legislation should pass granting the authorization without funding. DoDEA is also developing an on-line summer courses through School Assisted integrated Learning (SAIL) initiative. All high schools now have math and reading support classes since they received additional FTEs through DoDEA's High School POM initiative. DoDDS Europe will not be providing summer school this year except ROTC Summer Camp and the Special Education Summer Camp due to the \$18M budget cut. **Status: Closed.**
- b. Advanced Placement Course Requirements – Several decisions have been made concerning Advanced Placement courses. Students must take AP exam to get weighted grades. All high school offers AP courses. DoDEA will assume responsibility for costs of AP exams. DoDDS Europe is aggressively getting their teachers who are teaching AP courses College Board certified, goal is to have all teachers teaching AP classes College Board certified within three years. DoDDS was asked to provide a percentage of AP teachers certified versus total AP teachers by district. **Status: DoDDS Europe requested to provide information.**
- c. UK Tuition Policy – Mr. Haines updated the CCAC members that at the 6 Nov 2002 DEC members voted to uphold the Directive Type memorandum stating private schooling will only be provided for State Department Employees and exchange officers in countries where English speaking public schools are available. **Status: Closed.**

- d. Teacher Transfer Program – Ms. Ohman discussed this issue. She explained the new transfer program for teachers and the impact it will have on local hires. Teachers enrolled in the transfer program, during this pilot, will have priority over local hires. The pilot program is one year. Commanders requested that DoDDS Europe provide historical data showing the number of local hires by year. Also they requested the number of local hires that applied and did not get a job offer. **Status: Awaiting update from DoDDS Europe.**
- e. Hinterbrand Lodge – At the last July 02 CCAC, Ms. Ohman asked about the future status of the Hinterbrand Lodge. She heard it was on a list being looked at for closure (Tier 2 category site). She stated the importance of the programs run at the Hinterbrand Lodge. COL Stubblefield has confirmed there are no plans to close Hinterbrand Lodge. **Status: Closed.**
- f. NATO School Oberammergau – 6th ASG requested at the last CCAC a space available tuition free basis for dependents of military and diplomats assigned to the NATO School Oberammergau. **Status: Closed, OSD (FM&P) has granted a waiver including Oberammergau, signed on 11 Jul 02.**
- g. Free and Reduced Meal Program – Issue was brought up at last CCAC and revisited at this CCAC. The issue is that service members living on or off post are not treated equitably in the free and reduced meal program. If you live on-base housing, your housing allowance is considered Payment in Kind and is not considered as income. If you live off post, your LQA is considered as income. This difference causes service members of the same rank to be eligible or not eligible for the free and reduced meal program. CCAC members voted to send this issue to the European Schools Council. **Status: Submit as a European Schools Council issue.**
- h. Space Available Tuition Free Status – COL Carroll readdressed this issue and requested the CCAC consider requesting space available tuition free status be granted to individuals that PCS (to the states) and leave their families in Europe. Much discussion followed ranging from this would add to the population we care for to benefits should be based on entitlements for a particular situation, and not only for schools. It was stated this must be a class waiver and will not be granted on a case-by-case basis. Soldiers with advance notice of their new stateside unit imminent deployment may choose to leave family in place. All ASG commanders agreed this was an issue that needs to be addressed. **Status: Submit as a European Schools Council issue.**
- i. Exceptional Family Member Program – At the previous CCAC, Mr. Merhar, 26<sup>th</sup> ASG/CoS requested an update on EFMP. Ms. Ohman discussed with the CCAC members on the status of the Special Education Program Objective Memorandum (POM) that will be submitted in the near future. This is now a good news story; Ms. Ohman shared the details of the now awarded \$56.5M POM. **Status: Closed.**